

No. POR/104/75/2017
High Commission of India
Port Louis, Mauritius

- **World Hindi Conference (WHC)**
- **17-20 August 2018, Port Louis, Mauritius**
- **INVITATION for EXPRESSION OF INTEREST**

- **EVENT DESCRIPTION**

- **World Hindi Conference (WHC)** is a high-level event to be held on 18-20 August, 2018 at Port Louis, Mauritius with the participation of leading Hindi laureates from India, Mauritius and other countries.
- The event will be inaugurated jointly by the Prime Minister of Mauritius and Minister for External Affairs (EAM), GoI at Swami Vivekanand International Convention Centre (SVICC), Port Louis, Mauritius. The programme will comprise Aarti at Ganga Talab on 17 August, 2018, Inaugural Session on 18 August 2018 followed by parallel sessions and dinner to be hosted by External Affairs Minister, GoI. There will be parallel Thematic Sessions on 19 August 2018 and a Closing Session on 20 August, 2018.

- **INVITATION FOR EXPRESSION OF INTEREST**

High Commission of India invites proposals from the Companies based in Mauritius having experience for holding events and Conferences; also having presence in India, for making necessary conference arrangements for the WHC. The scope of work for the EMC would include creative branding for the event and installation and removal of billboards, banners, verticals and special installation along identified routes and in proximity of the conference Venue, airport, venue setup, stationery, souvenirs, collaterals, manpower for reception of guests, transport coordination etc. up-scaling the conferencing arrangements, if required with the **following broad components**:

- (i) Creation of appropriate ambience, including setting up **facilitation counters** at International Airport at Port Louise. Also to provide manpower to manage facilitation desks, equipment (laptop/computer), furniture etc;
- (ii) Provision of event branding through **bi-lingual hoardings (English and Hindi)**: design options of various sizes to be provided for approval; approved hoardings to be put up at the venue, en route from the airport to the Conference venue and place of stay (hotels) of delegates; and at other designated places. Brandings may also include photographs of dignitaries;
- (iii) Provision of **flags** (house flags and paper flags) of India and participating countries for display at the Conference venue, airport and at other designated places – flag poles to be provided for event venues.
- (iv) Suitable preparation and decoration of various venues at SVICC including Main Hall, Parallel Session Halls, Exhibition area, Leaders' Lounge, Media Hall etc.; with **Brandings**, Backdrops, LED Panels etc.

- (v) Decoration of the venue for dinner by External Affairs Minister, GoI at SVICC. Erecting German Hanger, if required (a) florals & other decorative elements; (b) air-conditioning, depending on weather; (d) appropriate backdrops; (e) directional signage. Standees etc.;
- (vi) Arrangements for **Group Photo** at SVICC;
- (vii) Conceptualisation and implementation of unique inauguration of WHC.
- (viii) Printing of multi-lingual designer **menu cards, seating plans** for dinner by EAM;
- (ix) Provision of well-trained **ushers**, fluent in Hindi and English to guide delegates and guests to the Conference venue(s) and other areas;
- (x) Organisation and conduct of **site visits** for delegates;
- (xi) Setting up of a **Media Centre** and organisation of Press Conferences on 17-20 August 2018 with: (a) all peripherals and communication equipment to ensure proper coverage of the event; (b) press enclosures with appropriate seating; and (c) facility for **live telecast and web-cast**;
- (xii) Provision of bilingual **Master of Ceremony** (Emcee);
- (xiii) Provision of **office equipment** viz. computers with monitors, printers, photocopying machines, fax machines, shredding machine, LED Screens etc. for Conference Secretariat; Media Centre; control rooms in various hotels etc.;
- (xiv) **Manpower** for Conference venues, hotels, transport management, facilitation desks at airports etc.;
- (xv) Preparation and printing of **handbook of administrative arrangements, brochures and delegates information booklets, Conference Programme** booklets etc.;
- (xvi) Provision of a **Delegate Kit** for all delegates, for which EMC may give suggestions regarding contents;
- (xvii) Design and provision of **lapel pins** for HoS, Ministers and Senior Officials;
- (xviii) Designing and Provision of: (a) **badges** for guests, MEA personnel, support staff (Total – Approx. 2000); and (b) **Car labels/parking stickers** for access control to the Airport and Conference venue(s);
- (xix) Design and provision of befitting **mementoes** for the delegates;
- (xx) High Speed Wifi internet connections at Conference venues; and
- (xxi) Any other related work.

2. The detailed Scope of Work is attached. There could be some last minute changes in requirements. A site visit will be arranged in consultation with SVICC management.

3. The company shall comply with the following:

- i. The company must have office/ establishment in Mauritius as well as in India.
- ii. The company must have organized at least 03 international conferences at the level of Secretary & above in last 03 years.
- iii. The company must have executed the work of at least INR 04 crores in last 03 years.
- iv. Companies empanelled with Govt. of Mauritius for events and conferences will also be invited subject to the condition that they meet the criteria laid down in para 3 sub para ii & iii.

4. The selected company shall need to enter into an agreement with the HCI (Annex. 1). The selected Company shall submit a Performance Security of 10% of the cost of the awarded Work. A 30% advance would be given to the selected company against a bank guarantee of equal amount.

• **SUBMISSION OF EXPRESSION OF INTEREST**

- **The Companies are requested to submit their proposals in THREE SEPARATE parts as follows:**
- **Technical Bid** with overall Concept Plan as well as design/material/quantity ideas and specifications for all deliverables mentioned above.
- **Financial Bid** in a **SEALED ENVELOPE**
- **Bid Security** of INR 500,000/- (INR Five hundred thousand only) in a **separate UNSEALED ENVELOPE** (to be provided separately from the financial bid).
 - [Note: The bid security would be refunded to unsuccessful bidders after completion of the EMC selection process **without** any interest. For the successful bidder, the bid security would be retained and adjusted against the applicable Performance Security]
- Proposals should be submitted to HoC, High Commission of India, Port Louis, **by 1200 hours on 16 July. 2018.**

• **EVALUATION OF EXPRESSION OF INTEREST**

Eligible Companies would be invited to make a 30-minute (maximum) **presentation of their technical bid before a Tender Evaluation Committee (TEC) on 16 July 2018 at 1500 hours and respond to the query of TEC based on Expression of Interest.** After evaluation of the technical bids by the TEC, the **financial bids of only selected Company/Companies would be opened** for evaluation and consideration of award of work. Minimum 70% marks is required in Technical Bid to be selected for opening of Financial Bid as per following marking criteria:

Evaluation points	Maximum marks
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Over all concept	25
Design	15
Creativity, innovative ideas including idea for unique inaugural session	25
Quality of proposed branding/furniture/equipments/accessories	15
Quality of Collaterals	10
Efficient use of Time & Space	10
Total	100

- Comparison of Financial Bid shall be done by the formula as under:

$$Sf = 100 \times Fm/F$$

Where **Sf** is the financial score of the Financial Bid being evaluated; **Fm** is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for Financial Bids; **F** is the TP of the Financial Bid under consideration subsequently.

- The TEC shall select the Company/Companies by giving 70% weightage to the score obtained in Technical evaluation and 30% weightage to the score obtained in Financial evaluation. The EMCs shall be ranked H1, H2... on the basis of combined score obtained in Technical and Financial evaluation.

Dated: 29 June 2018



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